

**KIRKWOOD COMMUNITY COLLEGE**  
**Meeting of the Board of Trustees**  
**Thursday, October 8, 2020, 4:30 P.M.**  
**BA Jensen Board Room / Zoom Tele-Conference due to COVID-19 Pandemic**

**MINUTES**

Present: Trustees Jim Mollenhauer, Alan Jensen, Steve Ovel, Tracy Pearson, Keith Stamp, John Swanson, Joel Thys, Lorraine Williams.

Also Present: Lori Sundberg, President, Jim Choate, Treasurer, Carrie Anderson, Secretary, Deanna Schnebbe, KSA Representative, Clark Skaggs, KFA Representative, Peggy Doerge, District 3 Representative.

Chair Mollenhauer called the meeting to order at 4:30 p.m.

Trustees Swanson and Pearson moved and seconded approval of the minutes from the regular board meeting held on September 10, 2020, and directed them to be made a part of the permanent record. Motion carried: 8-0.

Trustees Thys and Williams moved and seconded the October 8, 2020 agenda be amended to remove setting a date for public hearing from New Business Agenda Item VIII. A. ii. This was a clerical error on the agenda and is not a requirement of Iowa Code. Motion carried: 8-0.

Trustees Ovel and Swanson moved and seconded approval of the October 8, 2020 amended agenda. Motion carried: 8-0.

**INFORMATIONAL ITEMS**

**Campus Emergency and Public Safety Update:**

Troy McQuillen, Vice President of Facilities and Public Safety, introduced Andrew MacPherson, Associate Vice President, Emergency Management and Public Safety who provided an overview of the 5-year plan for campus emergency management and public safety including:

- Transition to Rave Mobile Safety providing the college with clean data, cost savings and access to a mobile application for students.
- Conducted a comprehensive after storm action review resulting in actionable items for improvement and recognition of what went well.
- Creating a calendar of various drills and exercises to prepare the campus for possible disasters/emergencies.
- Reviewing and updating the current emergency operations plans.
- Hired a Dispatch Coordinator to build a dispatch communication center.
- Hired an Outreach and Engagement Coordinator for employee trainings and to assess the needs of our regional and county centers as well as develop relationships with our county campus partners.
- Established a Clery Compliance Team to be sure we are meeting all requirements of the Clery Act.
- Working on capital improvement projects related to safety.
- Aligning public safety initiatives with the college mission and vision and fine tuning the strategic priorities.
- Will continue to keep the Board and campus community informed of progress.

**Kirkwood Report:**

Justin Hoehn, Associate Director of Marketing, provided the Eagle Update and Kirkwood Report, which included:

- On September 10, Kirkwood launched a brand new website featuring a new look and improved user experience.

- The college has a newly enhanced emergency alert system capable of delivering messages to email addresses and mobile phones. All are encouraged to sign up at [www.kirkwood.edu/alert](http://www.kirkwood.edu/alert) to receive Kirkwood emergency alerts.
- October Student of the Month is Chris Burnell. Chris is from Rockford, Illinois and he is enrolled in Liberal Arts and is a member of the men's basketball team. He plans to continue his education after Kirkwood by pursuing a four year degree in sports management.
- Kirkwood's Small Business Development Center (SBDC) is partnering with the University of Iowa's Venture School. This statewide program helps entrepreneurs by accelerating the startup process. These entrepreneur student cohorts are currently hosted in Coralville at the Kirkwood Regional Center at the University of Iowa and plans are underway to host a Venture School cohort in Cedar Rapids.
- Kirkwood's Arts and Humanities is getting creative in the age of COVID-19 with how to deliver student performances to an audience. The latest play, "Almost Maine" was prerecorded and shown online to an audience of friends and family. This experiment worked well and performance events this coming spring will be online using a combination of live performances and prerecorded material.
- Assistant Professor Laura Green of the Occupational Therapy Assistant Program has been honored by the Iowa Occupational Therapy Association (IOTA) as the Outstanding Occupational Therapist of the Year for 2020. Congratulations to Laura on this well-deserved award.
- It was announced earlier this week that Dr. Jennifer Bradley, Associate Vice President of Academic Affairs will become the Vice President of Academic Affairs on January 4, 2021, following Dr. Bill Lamb's retirement at the end of December.

### **Financial Report:**

Treasurer Choate provided a financial update on the FY21 budget. Due to COVID and the Derecho, the completion of the detailed FY21 budget was intentionally delayed to allow for potential unknowns to come into focus. Revenues will be down significantly due to reduced credit hours of approximately 12% this semester and lower enterprise revenues, particularly at The Hotel which is off 61% from FY19. Expense reductions made by Cabinet and budget officers were reviewed. The College continues to have strong unrestricted cash reserves of approximately \$35 million as of September 30, 2020. The FY21 budget reflects a \$3 million loss which is substantially offsetting the FY20 net income of \$3.2 million. The cabinet has started conversations to plan for FY22 and the potential actions needed.

As of September 30, 2020 there is an unrestricted cash reserve of 131 days of operation.

### **CONSENT AGENDA**

Trustees Thys and Jensen moved and seconded approval of the Consent Agenda. Motion carried: 8-0.

- A. Personnel (as attached to these minutes).
- B. Synopsis of Bills
  1. Kirkwood Community College pages 1 through 60 for a total of \$7,683,524.11.
  2. The Hotel at Kirkwood Center pages 1 through 3 for a total of \$88,745.15.
- C. Change Orders:
  1. Tricon General Construction, Inc., Washington Hall – increase \$605.09
  2. Larson Construction, Kirkwood Student Center – decrease \$891.06.
- D. Appoint Trustee Steve Ovel as Kirkwood Board Member Liaison to Heritage Area Agency on Aging Board of Directors.
- E. Second Reading of Board Policy Series 203 – Audit Committee.
- F. Preliminary Industrial New Jobs Training Agreement (260E) with First MainStreet Insurance, Cedar Rapids.
- G. Final Industrial New Jobs Training Agreement (260E) with Dieomatic, Inc., dba Williamsburg Manufacturing, Williamsburg.

## NEW BUSINESS AGENDA

### **Administration:**

Trustees Ovel and Swanson moved and seconded approval of the resolution directing the publication of a notice of intention to issue not to exceed \$17,500,000 aggregate principal amount of industrial new jobs training certificates and calling a public hearing on the proposal to issue said certificates on November 17, 2020. Motion carried: 8-0.

Trustees Stamp and Pearson moved and seconded approval of a resolution approving the request for proposal to solicit bids for the public safety video management and storage solutions system and publishing the notice to bidders. Motion carried: 8-0.

Trustees Jensen and Swanson moved and seconded approval of a resolution approving the request for proposal to solicit bids for the Iowa Equestrian Center Renovation and authorizing the publishing of notice to bidders and setting the date of November 17, 2020 for public hearing. Motion carried: 8-0.

### **Board:**

Trustees Pearson and Williams moved and seconded approval of the nomination and appointment of Margaret (Peggy) Doerge to serve as District III Director of Kirkwood Community College, effective October 8, 2020, for the duration of the current term due to expire November 2021. Motion carried: 8-0.

Board Chair Mollenhauer delivered the Oath of Office to newly appointed District III Director, Peggy Doerge.

## DELEGATIONS, PETITIONS, AND COMMUNICATIONS

### **President's Report:**

- Welcomed Trustee Doerge to the Kirkwood Board of Trustees.
- Serving on a committee with a few other Iowa Community College Presidents working with the Governor's office on communications and this is going well.
- Scheduled to be Chair of the IAACP group during academic year 2022-23.
- Recognized and thanked each of the cabinet members for all of their continued extra efforts during the storm recovery and the ongoing pandemic. All are doing an amazing job for our students and for Kirkwood.

### **Secretary's Report:**

- The Board Retreat is Thursday, November 5, 2020 from 12:00 p.m. to 6:30 p.m. at The Hotel at Kirkwood. The event will be social distanced with lunch, dinner and refreshments provided.
- Reminder: The November Board meeting will be held on Tuesday, November 17, 2020 at 4:30 p.m. followed by a virtual Zoom meeting with the Grant Wood AEA Board of Directors.

### **Report of Board Members:**

On behalf of the Board and the College, Chair Mollenhauer welcomed Trustee Doerge to Kirkwood.

Trustees Jensen, Ovel and Stamp attended the virtual ACCT Conference this week. All agreed the technology for the event went well and the sessions were very informative.

Trustee Jensen, Chair of the IACCT Board, reported the search committee for the IACCT Executive Director position met today and reviewed the 50+ applications received. First round interviews will begin next week and final candidate interviews will be held November 4. Trustees and Presidents can join the final candidate interviews virtually. More details will be announced closer to November 4.

There being no further business coming before the Board, Trustees Swanson and Ovel moved and seconded the meeting be adjourned at 5:51 p.m. Motion carried: 9-0.

Respectfully submitted by:

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Carrie Anderson, Board Secretary

Approved by Board:

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James Mollenhauer, Chair

**Board of Trustees' Agenda  
October 8, 2020  
PERSONNEL**

**Replacements/New Positions**

<b>Name</b>	<b>Title</b>	<b>Department</b>	<b>Effective Date</b>	<b>Salary/Wage</b>	<b>Replaces/New</b>
Anne Sunde-Wilson	Mail Associate	Facilities & Security	08/24/2020	\$15.00/hr	Kpoti Accoh
Judy Adams	Systems Reporting Analyst I	IT Services	09/21/2020	\$46,200	Kim Stoltz
Megan Crawford	Workforce Career Consultant	Skills-to-Employment	09/21/2020	\$47,355	NEW
Selinya Carew	Workforce Career Consultant	Skills-to-Employment	09/21/2020	\$47,355	Mike Rose
Mara Jessen	Registered Vet Technician	Agricultural Science	09/28/2020	\$53,700	Becky Bean-Rask
Andrew MacPherson	Assoc Vice President, Emergency Mgt	Facilities & Security	09/30/2020	\$113,600	Tobey Harrison
Michael Trujillo	Dean, Health Occupations/Sim Center	Cont Ed & Training Services	10/19/2020	\$95,920	Mike McLaughlin

**Re-Employment**

<b>Name</b>	<b>Title</b>	<b>Department</b>	<b>Effective Date</b>	<b>Salary</b>
Betty Haar	COVID Dispatcher	Facilities & Security	09/22/2020	\$50,000

**Separation of Employment**

<b>Name</b>	<b>Title</b>	<b>Department</b>	<b>Effective Date</b>	<b>Years</b>
Jacob Becicka	Custodian	Facilities & Security	08/17/2020	-
Anita Van Dyke	Counselor	Dean of Students Office	10/08/2020	6

**Continuation of Contract**

A recommendation was made to terminate the following individuals effective June 30, 2020, due to uncertainty of funds, funds which have now been secured. Recommend the continuation of the contracts for the following named individuals for the 2020/2021 contract year, contingent upon future funding:

<b>Name</b>	<b>Title</b>	<b>Department</b>
Angela Sagan	Instructor	Secondary Programs
Mary Shanney	Instructor	Secondary Programs
Cyd Hanson	Instructor/Coordinator	Secondary Programs
Tara Brokovich	Instructor/Coordinator	Secondary Programs
Marwa Ibrahim	Instructor/Coordinator	Secondary Programs
Arianna Walden	Instructor/Coordinator	Secondary Programs
Scott Wittstruck	Instructor	Secondary Programs, Anamosa State Penitentiary
Paul Reimann	Instructor	Secondary Programs, Anamosa State Penitentiary
Nick Blakesley	Instructor	Secondary Programs, Anamosa State Penitentiary
Nikki Chambers	Instructor/Coordinator	Secondary Programs, Anamosa State Penitentiary
Brenda Hampton	Instructor/Coordinator	Secondary Programs, Iowa Medical Classification Center

A recommendation was made to terminate the following individuals effective August 31, 2020 due to uncertainty of funds, funds which have now been secured. Recommend the continuation of the contracts for the following named individuals for the 2020/2021 contract year, contingent upon future funding:

<b>Name</b>	<b>Title</b>	<b>Department</b>
Sean McAtee	Instructor	Secondary Programs
Christine Thompson	Instructor/Coordinator	Secondary Programs